



EMPLOYEE QUICK GUIDE

In this guide learn how to:

- A. Logon to the application
- B. View, verify, add, & delete the competencies in your personal portfolio
- C. Provide your past experience & skills
- D. Provide recommendations for changes to the competency dictionary
- E. Find other experts, job positions, or projects

For more information:

- To see a list of competencies and guidelines for evaluating levels of proficiency, download the Competency Dictionary, <https://cmstool.nasa.gov/dictionary.htm>.
- See the CMS website for frequently asked questions and more reference material, <https://cmstool.nasa.gov/help.htm>.

Navigational Notes:

- The CMS application groups sets of functions under a series of TABS. To access that set of functions, you must first click on the TAB at the top of the screen.
- When a TAB is selected, the application will then display a set of applicable commands.
- CAUTION! Use the TABS and commands to navigate through the application, not the BACK, FORWARD, or REFRESH buttons in your browser
- CAUTION! The application will automatically log you out after 20 minutes of inactivity. The application is not aware of keystrokes or actions you take in your browser, until you activate a command or select a link. So when viewing data on the screen, or while entering any text, keep in mind the time limit and occasional activate an application command.

LOGON

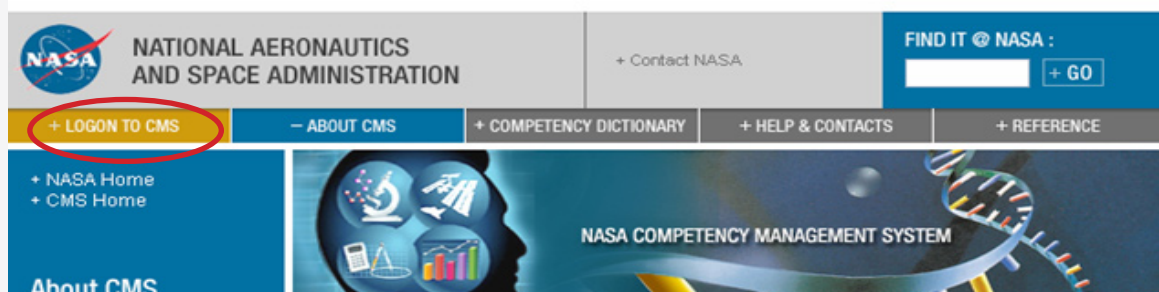
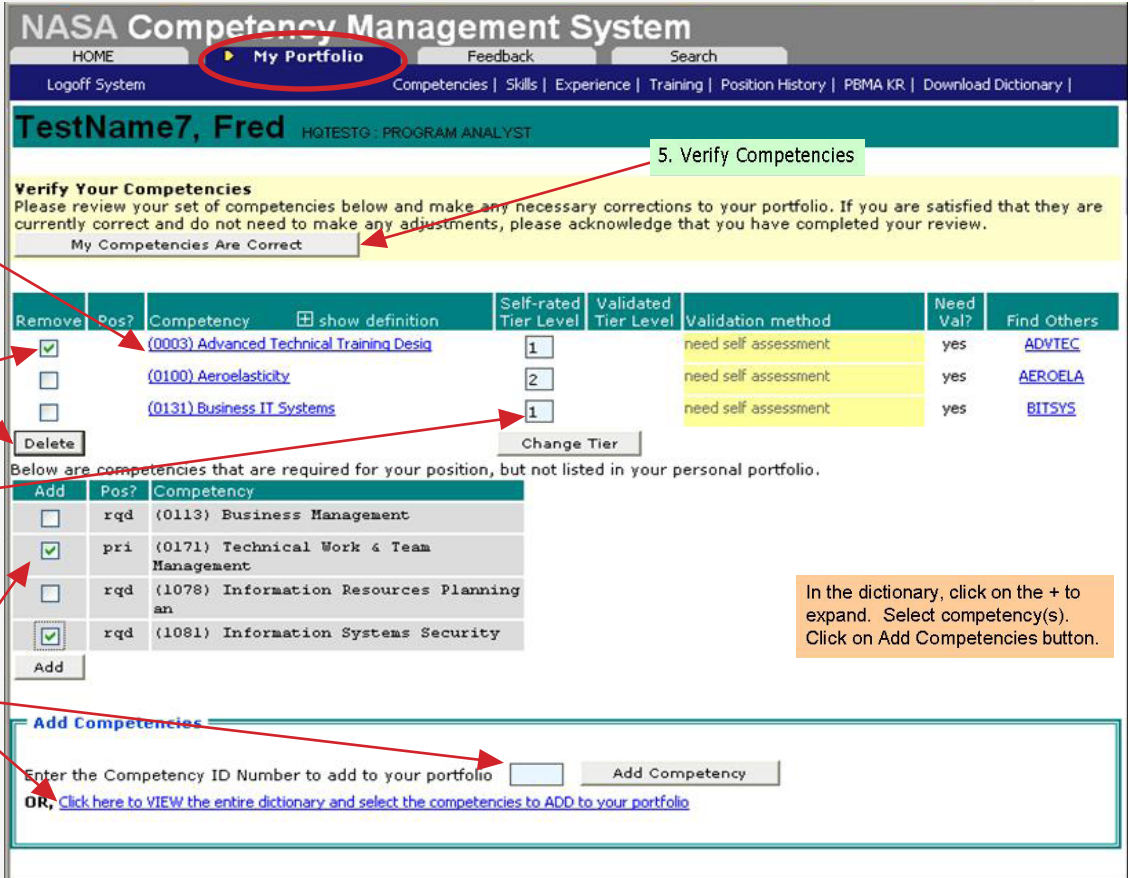


Figure 1 - CMS Web Page Header showing how to get to login screen.

- Enter the CMS URL: <https://cmstool.nasa.gov> into your browser.
- From the CMS Homepage, select "Logon to CMS".
- From the User Logon screen, select your Center from the Center drop down menu.
- Enter your WebTADS User Name and Password in the UserID and Password fields and then click the Logon to CMS button.
- Click on the 'My Portfolio' tab near the top of the screen.

MY PORTFOLIO



1. View Details points to the 'show definition' link in the competency table.

2. Delete Competency points to the 'Remove' checkbox and the 'Delete' button.

3. Select Tier Level points to the 'Self-rated Tier Level' column and the 'Change Tier' button.

4. Add Competency points to the 'Add' button and the 'Add Competencies' section.

5. Verify Competencies points to the 'Verify Your Competencies' message.

Table Data:

Remove	Pos?	Competency	show definition	Self-rated Tier Level	Validated Tier Level	Validation method	Need Val?	Find Others
<input checked="" type="checkbox"/>		(0003) Advanced Technical Training Desig		1		need self assessment	yes	ADVTEC
<input type="checkbox"/>		(0100) Aeroelasticity		2		need self assessment	yes	AEROELA
<input type="checkbox"/>		(0131) Business IT Systems		1		need self assessment	yes	BITSYS

Below are competencies that are required for your position, but not listed in your personal portfolio.

Add	Pos?	Competency
<input type="checkbox"/>	rqd	(0113) Business Management
<input checked="" type="checkbox"/>	pri	(0171) Technical Work & Team Management
<input type="checkbox"/>	rqd	(1078) Information Resources Planning an
<input checked="" type="checkbox"/>	rqd	(1081) Information Systems Security

Add Competencies

Enter the Competency ID Number to add to your portfolio

OR, [click here to VIEW the entire dictionary and select the competencies to ADD to your portfolio](#)

Callout Box: In the dictionary, click on the + to expand. Select competency(s). Click on Add Competencies button.

Figure 2 - Graphic providing guidance on the functional areas on the employee Portfolio Tab

- 1. View Details:** Click on the link for one of the competencies in your portfolio to see a history of transactions. Plus you can submit additional information about your experience and application of this competency.
- 2. To Delete a Competency:** Check the "Remove Box" next to the desired competency, then click the "Delete" button.
- 3. Select Tier Level:** Evaluate your level of proficiency for each competency in your portfolio. Enter the appropriate Tier Level (1-4) and click on Change Tier. The Proficiency Guideline Table (Appendix B) of the CMS Dictionary provides guidance on tier levels. A Tier Level Indicator Quick Guide can also be found at: <https://cmstool.nasa.gov/qguides.htm>.
- 4. To Add a Competency:**
 - Enter competency number (found in the dictionary) and click the "Add Competency" button Or
 - Select link to view dictionary, select all appropriate competencies, then click the "Add Competencies" button. Or
 - If there are competencies required for your position, but not in your portfolio, they will be highlighted in this section. Check the "Add Boxes" and click the "Add" button.

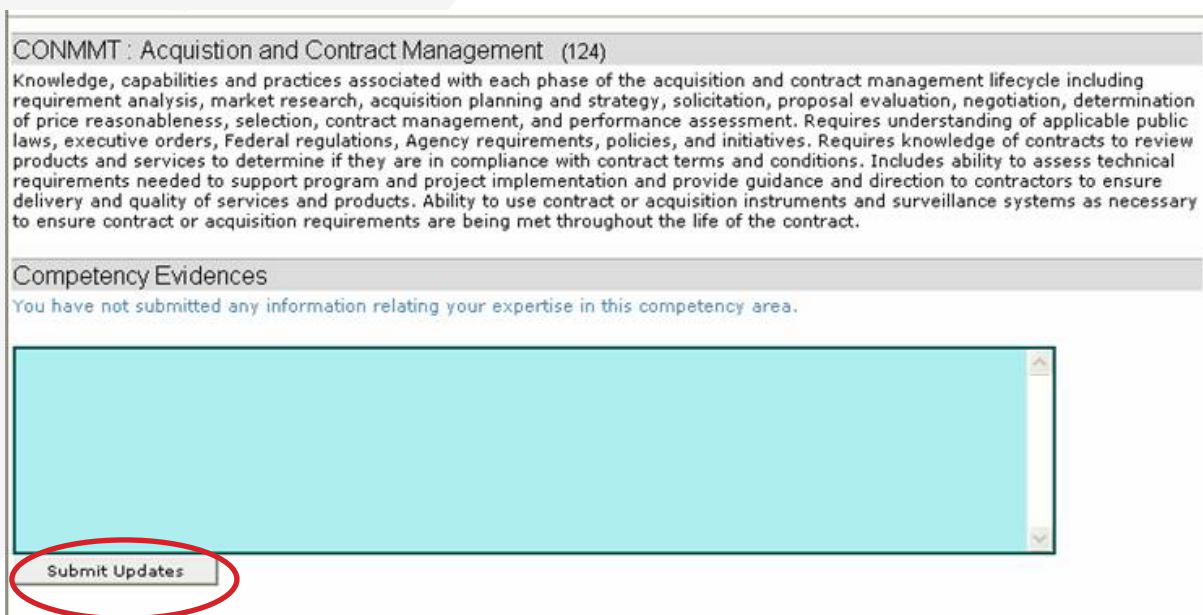
5. **Verify Your Competencies:** If you have not made any changes to your portfolio in the past 2 years, then this button will be displayed. If all of your competencies are correct and have the appropriate tier level click the “My Competencies Are Correct” button. (NOTE: You can still make changes to your portfolio at anytime.)

VIEW DETAILS & SUBMIT COMPETENCY RELATED EXPERIENCE

When you click on a competency hypertext link in your Portfolio (see Figure 2, #1-View Details) the system will display additional details, such as the competency definition and history of adjustments made by you, your supervisor, or the system as part of the business processes. You will also find a section for “Competency Evidences”. This is a free text box where you can describe how you have applied this competency in your career, your training experience, or past projects utilizing your knowledge of this subject. This information will be used by your supervisor to help assess your level of proficiency. It can also be used by peers in your professional community, as well as other employees, that are trying to locate individuals with a particular expertise or specific applied experience.

Please keep your comments very succinct and concise; the text field is limited to about 500 words (or 1 page). To help structure your response, you should try to address the tier indicators (found in the dictionary) for your level of proficiency. Also, keep in mind that the application will time-out your session after 20 minutes of inactivity. (NOTE: typing in your browser is not detected by the application and is therefore considered inactive session time). You may wish to type up your response and then just copy and paste into the text box, or periodically click the “Submit Updates” button.

After you have finished entering your competency experience, click on the “Submit Updates” button to save the change.



CONMMT : Acquisition and Contract Management (124)

Knowledge, capabilities and practices associated with each phase of the acquisition and contract management lifecycle including requirement analysis, market research, acquisition planning and strategy, solicitation, proposal evaluation, negotiation, determination of price reasonableness, selection, contract management, and performance assessment. Requires understanding of applicable public laws, executive orders, Federal regulations, Agency requirements, policies, and initiatives. Requires knowledge of contracts to review products and services to determine if they are in compliance with contract terms and conditions. Includes ability to assess technical requirements needed to support program and project implementation and provide guidance and direction to contractors to ensure delivery and quality of services and products. Ability to use contract or acquisition instruments and surveillance systems as necessary to ensure contract or acquisition requirements are being met throughout the life of the contract.

Competency Evidences

You have not submitted any information relating your expertise in this competency area.

Submit Updates

Figure 3 - Graphic depicting Competency Evidences text box and Submit Updates button

MY ADDITIONAL SKILLS AND EXPERIENCES

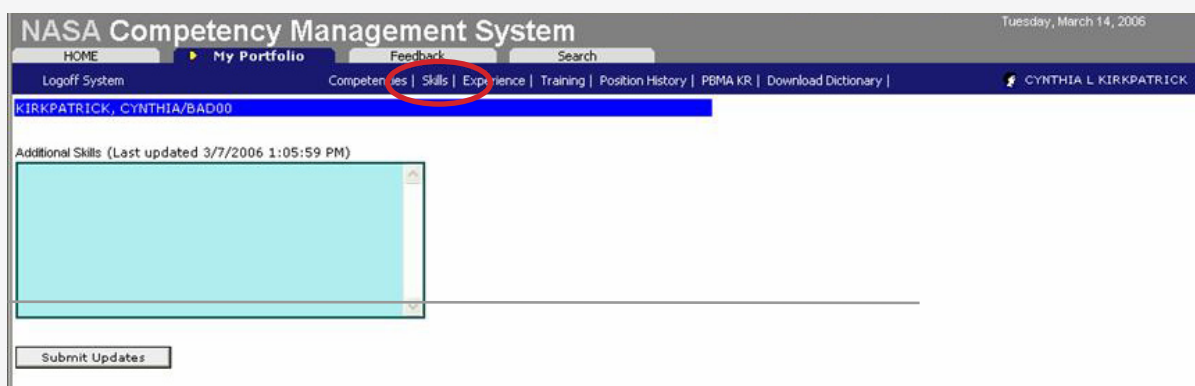


Figure 4 - Graphic depicting where to find the Skills and Experience features on the My Portfolio tab.

Skills: Skills are those abilities that may not be captured elsewhere in CMS. It is usually a very short description that is recognized by the peers in your community, or widely recognized within the agency. They can include professional certifications, licenses, and specific abilities. Some examples include a pilots' license, Professional Engineering certificate, professional plumber, certified electrician, and fluency in a foreign language.

Experience: This is a free text box where you can submit a brief synopsis of highlights from your career experiences.

To submit information for either of these areas, click the "Skills" or "Experience" command on the TAB menu. Enter your text, then click the "Submit Updates" button.

SUGGESTIONS AND DICTIONARY CHANGES



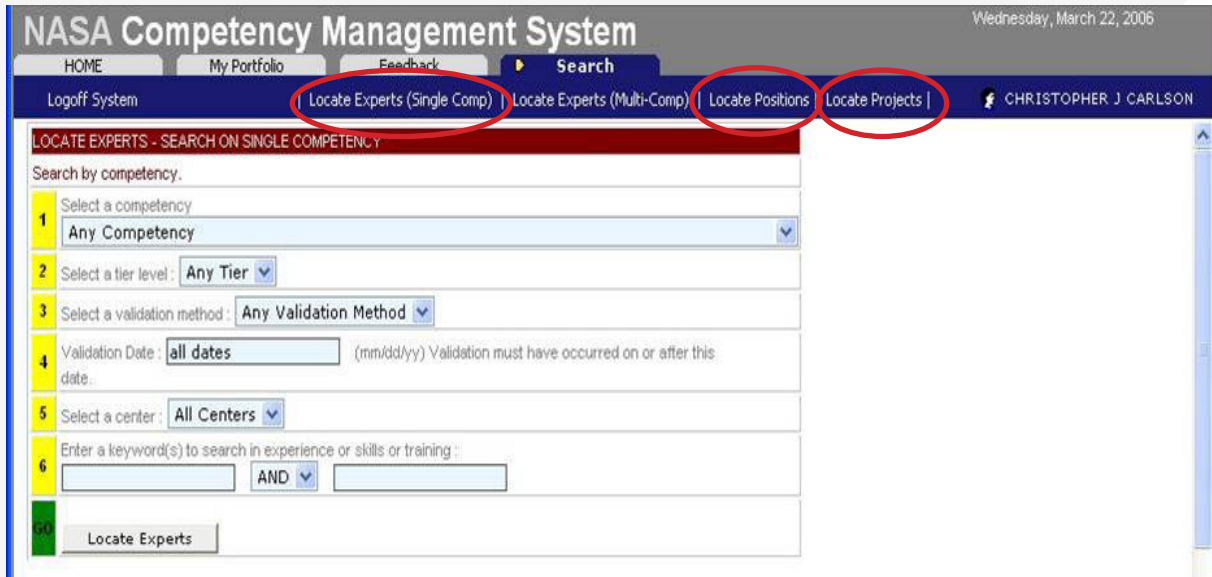
Figure 5 - Graphic depicting Feedback Tab showing where to submit questions/issues and dictionary changes.

Submit Questions/Issue: If you have trouble with the application or the business processes, or if you have any suggestions for improvements or any lessons learned on applying or utilizing the competency information, you can submit your comments on-line. The CMS Operational Manager at your center will review and disposition your comments. You can view the disposition status of your comments at anytime.

Dictionary Change Request: You can submit recommendations to add, remove, or clarify any competency in the dictionary. These suggestions will be reviewed and dispositioned by the appropriate professional community in conjunction with the responsible Agency/Center competency stakeholders. Approved changes will be incorporated into the periodic revision of the dictionary.

View/Edit Dictionary Changes: You can view any proposed dictionary changes and submit comments.

FIND EXPERTS, POSITION, PROJECTS



NASA Competency Management System Wednesday, March 22, 2006

HOME My Portfolio Feedback **Search**

Logoff System [Locate Experts \(Single Comp\)](#) [Locate Experts \(Multi-Comp\)](#) [Locate Positions](#) [Locate Projects](#) CHRISTOPHER J CARLSON

LOCATE EXPERTS - SEARCH ON SINGLE COMPETENCY

Search by competency.

1 Select a competency:

2 Select a tier level:

3 Select a validation method:

4 Validation Date: (mm/dd/yy) Validation must have occurred on or after this date.

5 Select a center:

6 Enter a keyword(s) to search in experience or skills or training: AND

Figure 6 - Graphic depicting the Search Tab with the location of links to assist employees in searching CMS.

Locate Experts: You can specify the competencies, tier level, Center, applied experience, and/or training and the system will identify the individuals that match your search criteria.

Locate Job Positions: You can find all of the job positions in the agency that utilize the competencies that you specify.

Locate Programs/Projects: You can view a listing of all projects that plan to utilize the competencies that you have specified.